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1. Contact details

**Exhibition, congress and industry relations:**
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Congress & Industry Relations Manager  
ERA-EDTA Industry Relations  
ERA-EDTA Group  
Euromeetings Srl  
Via E. Mattei, 9 - int. 5  
40138 Bologna, Italy  
Tel: +39 345 4592758  
E-mail: zavalloni@era-edta.org  

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ERA-EDTA Group  
Euromeetings Srl  
Via E. Mattei, 9 - int. 5  
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Tel: +39 051 4595093  
E-mail: secretariat@era-edta.org  

**Congress Membership Fees:**  
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ERA-EDTA Congress Registration Project Leader  
ERA-EDTA Group  
Euromeetings Srl  
Via E. Mattei, 9 - int. 5  
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Tel: +39 345 0211784  
E-mail: registrations@era-edta.org  

**Congress Venue – Hungexpo**  
Vásár és Reklám Zrt.  
Albertirsai út 10.  
H-1101 Budapest  
E-mail: eraedta2019@hungexpo.hu  
Web site: [http://www.event.hungexpo.hu](http://www.event.hungexpo.hu)
**Exhibition Service Management Company:**
**Gielissen Exhibition & Event Services**  
Schipholweg 321, 1171 PL Badhoevedorp  
The Netherlands  
Tel: +31 20 5811411  
Fax: +31 20 5811414  
E-mail: era-edta@gielissen.nl  
Web site: www.gielissen.nl  

**Congress appointed housing agent:**
**C-IN**  
5. kvetna 65  
140 21 Prague 4  
Czech Republic  
Tel.: +420 261 174 301 or 304  
Fax: +420 261 174 307  
E-mail: hotels.eraedta@c-in.eu  

**Freight forwarding, on-site handling, temporary storage:**
**Schenker Deutschland AG**  
Fairs & Exhibition Dept.  
Servicegebäude Süd - Jafféstrasse 2  
14055 Berlin, Germany  
Tel: +49 30 3012995.450  
Fax: +49 30 3012995.459  
E-mail: axel.schiek@bschenker.com – sandra.wickel@dbschenker.com  
Web site: [www.dbschenker.de](http://www.dbschenker.de)

**Lead retrieval, badge scanners & digital services:**
**Navus Consulting GMbh**  
**Mr. Jan Valtera**  
Klingentalstrasse 47  
4057 Basel, Switzerland  
Tel: +41 76 537 36 29  
E-mail: jan.valtera@navus.ch  
Web site: [www.navus.ch](http://www.navus.ch)
Visa
Visa must be requested at least 3 months in advance to visa@era-edta.org.

AIFA - Italian Ministry of Health
Online pre-request will be initiated by the ERA-EDTA Team; Italian companies are invited to contact industry@era-edta.org by latest March 20, 2019; the online pre-request will be made no later than April 1, 2019 with no further notice to the companies who have not requested to be included.

General information:
http://www.era-edta2019.org/congress-information

Operational Rules and Regulations of Hungexpo, full text
2. Exhibition guidelines

2.1-Exhibition deadlines

<table>
<thead>
<tr>
<th>Company Profile &amp; logo</th>
<th>April 30, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of the booth project *</td>
<td>March 30, 2019</td>
</tr>
<tr>
<td>Exhibitors’ badges</td>
<td>May 13, 2019 / early rate</td>
</tr>
</tbody>
</table>

* not requested for shell scheme booths ordered through the exhibition service management company

2.2-Exhibition timetable

<table>
<thead>
<tr>
<th>Build-up</th>
<th>Hall A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 10, 2019</td>
<td>08.00 - 20.00 hrs</td>
</tr>
<tr>
<td>Tuesday, June 11, 2019</td>
<td>08.00 - 20.00 hrs</td>
</tr>
<tr>
<td>Wednesday, June 12, 2019</td>
<td>08.00 - 20.00 hrs*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stand decoration</th>
<th>08.00 - 14.00hrs**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 13, 2019</td>
<td>08.00 - 14.00hrs**</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibition</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 13, 2019</td>
<td>16.00 - 20.00 hrs</td>
</tr>
<tr>
<td>Friday, June 14, 2019</td>
<td>09.30 - 17.30 hrs</td>
</tr>
<tr>
<td>Saturday, June 15, 2019</td>
<td>09.30 - 17.30 hrs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dismantling</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, June 15, 2019</td>
<td>18.00 - 24.00 hrs***</td>
</tr>
<tr>
<td>Sunday, June 16, 2019</td>
<td>08.00 - 20.00 hrs</td>
</tr>
</tbody>
</table>

* all booth construction should be completed by 20.00 hrs Wednesday, June 12, 2019 - empties and tool boxes must be removed from aisles as cleaning and carpeting will proceed overnight

** only booth decoration and cleaning are permitted during this time, booths should be operational

*** no prior dismantling is allowed
2.3-How to get there

Venue:
HUNGEXPO- Budapest
H-1101 Budapest, Albertirsai út 10 (Expo tér 1.)

Entrance:
Gates no. 3

Public transport
Bus no. 10 is passing on a round way from Órs Vezér Tere metro station on metro line 2 around HUNGEXPO and stops at each gate.

Shuttle service
A shuttle service will be organized from the Metro 1 (red line) Pilango Station to the congress venue from June 12, 2019 (pre-registration day) to June 16, 2019.
The official timetable will be made available at http://www.era-edta2019.org/congress-information

Taxi service
Hungexpo has a dedicated taxi company, City Taxi which is the only taxi company that allowed to enter to HUNGEXPO Budapest Fair Center. That company creates a taxi rank at an agreed place).
A taxi desk is placed with a dispatcher, where delegates can easily order taxis.

Travel to Budapest
Located in Central Eastern Europe, Budapest is easy to get to by air, train or by car. Budapest Ferenc Liszt International Airport is located 16 kilometres south-east of Budapest’s city centre. There are direct flights from most European capitals.
https://www.bud.hu/en

Airport Transfers
Shuttle by MiniBUD
This is the official airport shuttle service for Budapest Airport https://www.minibud.hu/en. A comfortable and fast transfer connecting the airport with the city centre and Budapest districts. Costs vary between EUR 7.00 -17.5 and the journey time is around 40 minutes.

By Public Transport/Bus line 100 E
Bus line 100 E operates between the airport and the city centre from 05:00 to 23:30. The service takes passengers to the downtown location of Deák tér and the other central stops, Kálvin tér and Astroria. The cost is approximately EUR 3.00; duration 1 - 1.5 hours.

Taxi
The journey time is approximately 35 minutes to the inner city (depending on traffic). The cost of a one-way journey is approximately EUR 35.00 from the airport to the city (public cab) or EUR 41.00 (officially licenced yellow cab, pre-organised with a local partner, including a driver waiting in the arrival hall).
2.4-Loading/unloading

During the construction and dismantling period every person seeking entry to Hungexpo must be in possession of a valid exhibitor/contract or badge/bracelet and must enter through Gate VI. After their loading period they have to leave the Hall A Depo area and go back to the Exhibitors’ Parking area.

Overnight parking on-site
Overnight – for the duration of exhibitions / events this period shall be the time from closing in the evening until opening the following morning – it is possible to stay on the premises solely with a written permit issued in advance. Please note that the truck can stay on-site only without the driver. Overnight truck parking cost: 50 € + VAT (27 %), which can be settled in advance via bank transfer, bank card or in cash at the service stand.

During the event days exhibitors can enter the area through Gate VI into the Exhibitors parking. Gate III operate just for pedestrian entrance and trough Gate IV attendees can enter to the visitors’ parking area. Please see below the access map for event days:
3-Exhibitors’ Services

3.1 Gielissen Exhibition and Event Services
Gielissen is the general contractor for the ERA-EDTA for many years. The following services can be ordered via the Gielissen web shop:
✓ Shell scheme stands (see further explanation below)
✓ Shell scheme additions
✓ Electricity (see further explanation below)
✓ Rigging (order form, see further explanation below)
✓ Internet (see further explanation below)
✓ Water and waste (see further explanation below)
✓ Audio-visual equipment
✓ Lighting and wall sockets
✓ Stand security
✓ Raised floors
✓ Flowers and plants
✓ Carpet and flooring
✓ Stand cleaning
✓ Graphics and printings
✓ Furniture
✓ Hostesses
✓ Stand security
✓ Manpower

To request your pass word and for any other questions please contact era-edta@gielissen.nl
The deadline to order the above services is the 10 of May 2019. After this date a surcharge is applicable.

3.2-Shell scheme stands
Not only is Gielissen responsible for coordinating all exhibitor services as above, Gielissen is also providing the shell scheme stands at the ERA-EDTA.

The entire shell scheme stand package and all shell scheme additions can be ordered via Gielissen. You have received a custom pass word to enter the web shop at; http://gees.gielissen.com/en/login or please contact era-edta@gielissen.nl for any further information.

3.3-Individual Stand Design & Build
As general contractor and preferred supplier of the ERA-EDTA, Gielissen is your one stop shop for all your exhibition needs. When you need a complete proposal which includes design, build and breakdown of your booth Gielissen will be happy to assist you.

Gielissen can offer you turnkey solutions for your booth at the exhibition regardless of the size of the booth or the budget you have available. The Gielissen team will be onsite throughout the duration of the show and not just during build-up they can take the stress out of exhibiting and take care of all your needs. Please feel free to get in touch with Gielissen for any questions you might have or when you want to request a proposal.

Please contact Owen Barendregt at owen.barendregt@gielissen.nl or please call +31 6 51 56 51 36
3.4-Electricity

Conditions for connecting to the energy network of HUNGEXPO Vásár és Reklám Zrt.
- MSZ 1600-MSZ 2364-MSZ HD 60364 “Electrical installation standardisation statement”,
- approved implementation according the plan,
- appropriate electrical shock protection measurement results.

The Venue Technical Team is authorized to inspect the standardized nature of the implementation and to refuse electrical supply in case of inappropriate implementation measures. Unauthorized intervention may entail being denied electrical supply and the reimbursement of possible damages or criminal proceedings in severe cases.

The electrical connection of stands adhering to the connection requirements will take place within 12 hours of filing a request.

HUNGEXPO Vásár és Reklám Zrt. assumes no responsibility and liability for damages caused by blackouts or power failures.

Exhibitor is required to provide for turning off the power supply of the stand illumination and electrical devices at the stand during the period of the event.

For safety reasons, HUNGEXPO Vásár és Reklám Zrt. will entirely switch off the electrical systems of the utility tunnels, with the exception of sections providing night-time electrical supply.

Requests for night-time electrical supply must be announced to the operative organizational representative prior to the event by listing all the devices which require night-time electrical supply. These devices (e.g. refrigerators) require installing a separate circuit before the main switch.

The installation and design of electrical devices must be carried out pursuant to the MSZ 1600, MSZ 2364 and HD 60364 standards and the National Fire Safety regulations.

The electrical network of temporary structures can be of MT 380 V Cu standard, or in the case of open-air structures, MT 1 kV Cu standard or equivalent designs with copper cabling. The minimum allowed cable cross sectional area is 1.5 square millimeters in pavilions or 2.5 square millimeters in open-air spaces.

Twisted wire ends must be tinned and fixed to the spot. Non-twisted or non-fastened cabling cannot be used within the premises of HUNGEXPO Vásár és Reklám Zrt. and networks of this nature cannot go live.

Heat insulation sheets must be installed under cases fastened to flammable structures.

Electrical devices can only be operated under supervision.

Obstructing access to or covering electrical switchgear or electrical rooms is prohibited, even temporarily.

Refrigerating devices can only be operated on a separate circuit with the possibility of de-energising

The power can be ordered via the category “electricity” on the web shop.

3.5-Rigging

The top of the rigging structure (e.g. truss system) may not be higher than 5 meters.

To request rigging please fill out the Rigging Request form which can be found at the Gielissen web shop under the category ‘Rigging’. Please send this form together with a technical drawing of the rigging project to era-edta@gielissen.nl and you will receive a custom quotation within a reasonable timeframe.
3.6-Internet
The internet can be ordered via the Gielissen web shop under the category ‘Internet’.

3.7-Water and waste
The internet can be ordered via the Gielissen web shop under the category ‘Water and waste’.

3.8-Catering for exhibitors
Hungexpo food and beverage (F&B) department has exclusive rights to serve food and drinks in the exhibition area, and as an exhibitor you must therefore not sell food or drinks on your stand. If you want to serve food and beverage samples on your stand, please email Hungexpo F&B department beforehand at catering@hungexpo.hu

Please check the catering options available on the website.

This policy is due to the fact that Hungexpo F&B department is responsible for ensuring compliance with the environmental and hygiene laws and regulations of the Hungarian authorities. If you contact Hungexpo F&B department in advance, they can evaluate your company’s request in relation to the provided specifications, so that the regulations for storing and serving food are complied with. If you are in doubt about the catering rules (what you can do and what you can’t do), please send an email to the above email address.
4. Work Safety Regulations

Throughout the premises of HUNGEXPO Vásár és Reklám Zrt. all occupational safety regulations, particularly the provisions of Act XCIII/1993 on Occupational Safety and Health are to be observed, along with the relevant decrees, regulations on individual activities and standards as well as employer instructions –and the Work Safety Regulations of HUNGEXPO Vásár és Reklám Zrt. must be observed. The observance of employer instructions must be ensured even beyond the work area in question for those within the range of the work (pedestrians, visitors, etc.).


The provisions of the Ministry for National Development’s Decree no. 16/2008 (VIII.30) on the minimum health and safety requirements for tools used for working must be observed.

During construction and takedown periods, only technically faultless tools and machines can be used or provided for use for work activities.

The hand tools and portable safety transformers used by Exhibitor, Lessee or their subcontractors and exhibitors must be furnished with an annual technical inspection pursuant to the Ministry for National Development’s Decree no. 10/2016 (IV. 5.).

During the period of events and exhibitions, machine demonstrations - including those of internal combustion machines hosted solely in open-air spaces - can only be staged with the written permit of the work safety representative of HUNGEXPO Vásár és Reklám Zrt. The request is to be submitted concurrently with the construction plan. Previously unannounced machine demonstrations and the operation of machines are prohibited!

Exhibitor, Lessee is liable for any damages or injuries caused due to machine demonstrations and is responsible for the safety of visitors.

Non-reported machines may be switched off by the work safety representative.

Exhibitor and their subcontractors are required to provide protective devices for machines and devices under operation, which prevent the emission of harmful noises, unpleasant smells, smoke, vapors and liquids.

The safety provisions of the Ministry of Economy’s Decree no. 47/1999. (VIII. 4.) on cranes and lifting machinery must be observed even if they are to be observed by exhibitors, Exhibitor, Lessee or their exhibitors or subcontractors.

The Ministry of National Economy’s Decree no. 10/2016. (IV.5) on the minimum level of safety and health requirements for the use of work equipment is to be observed by Exhibitor, Lessee or their exhibitor or subcontractor.
5.-Exhibition
Make sure that your stand build-up and exhibition materials remain within the stand area during the exhibition for the sake of cleaning, escape routes etc.

Avoid lights, sounds, smells etc. which can irritate your neighbors. This also applies to the distribution of products/food which require extra cleaning of the aisles.

If you have to play music/show films, then remember to inform your neighbors about which sound demos you will be carrying out as well as when and for how long.

Dogs, cats and other pets are not permitted on Hungexpo’s premises unless otherwise agreed.

5.1-Height
The maximum buildable height is 5 meters.

No part of the stand can be higher than the height stated above including the rigging structure. It is the responsibility of the exhibiting companies to notify their contractors and agents of the maximum buildable height restrictions and also for hanging signs.

The standard height refers to all the location of the booths as per above indications.

Back walls when bordering other booths must be finished as front walls, unless agreed differently with the neighbouring stands (i.e. having the same/identical height in all the perimeter).

5.2-General instructions and rules
The rental rate for exhibition space covers floor space only; all extras (modular stand, electricity, furniture etc...) need to be ordered through the appointed exhibition service management company Gielissen Exhibition and Event Services

The floor is a standard exhibition one; up to the exhibitor whether to carpet or not. The floor is very fragile, therefore exhibitor will be held responsible for damages to the floor. We warmly advise to use recyclable carpets and or carpet tiles.

Please note that only DB SCHENKER vehicles (including forklift trucks) are admitted within the exhibition areas.

Stands should be fully accessible on all “open” sides. Requests to be partially exempted from this rule should be submitted in writing together with the project.

Walls/panels along the perimeter can be built as long as every max 4 meters an access/gap of 2,5 meter is provided.

We recommend to use an environmental friendly approach to the use of power either for the supply (use less energy) or to the lighting (use low energy consumption spotlights). Whenever the booth is not operational, please switch off the power outlets. Please read carefully chapter 3.4 electricity.
5.2-General instructions and rules

A ramp must be provided for access for the disabled guests for floors of 5 cm or more in height. It is strictly forbidden to store anything behind the stand. **Platform angles should be rounded**, whenever possible.

**All services** (telecommunications, compressed air, water and drainage, electricity, etc.), will be supplied inside the duct/housing at the closest point possible to that requested by the Exhibitor. In cases of installing wooden flooring or another type of elevated or technical flooring in the surface of the stand that conceals access to the service ducts/housing, a point of registration must be set up in the exact location of the supplies, so that they can be accessed should there be an issue with the connections.

The exhibition hall has pillars – for exact positions and measurements please see the official floor plans. Please contact era-edta@gielissen.nl to request the floor plans showing the service ducts and pillars.

Oil, grease, paint and similar substances must be removed from the floor immediately. The hall floor may not be painted or drilled, nor may anything be stuck to it.

5.3-Prohibitions

Exhibitors are not permitted to:
1. Drill, screw or nail the walls, ceilings, floors or columns of the exhibition areas.
2. Place any heavy loads either on the structure of the walls and columns, or any of the technical installations of the halls due to decoration or the objects on display.
3. Hang advertising from the ceilings of the halls or to affix stand parts, posters or other promotional material to columns, walls, girders, etc. of the venue within or outside the stand space assigned. Dig trenches, anchorages or to make other structural alterations inside the venue, unless explicit authorisation has been obtained from the venue technical department.
4. Paint or glue, or any decoration in any way or part of the exhibition area.
5. Avoid using paper, cardboard, plastics, artificial flowers/decorations/plants etc. which are readily combustible, explosive, melt, drip or which, in a fire, emit toxic gases or large quantities of smoke.

5.4-Construction and project advices/recommendations

1. A platform floor is advised if heavy equipment is stored on the stand (500kgs/m2 or more) Authorization must be requested together with the booth project. A descriptive report and to-scale plans should be presented. Angles should be rounded in order to avoid accidents and injuries.
2. All stands with a floor over 50 cm above ground level must present a construction certificate signed by the competent engineer. Any glass fitted inside the top of the floor shall be at least 0,5 cm thick, laminated and be of an approved safety type in the EC.
3. The stand area may be covered only by the installation of an elevated platform or by use of carpeting that is held in place by its own weight on the floor or by adhesive bands. These items must be removed by the Exhibitor at the end of the exhibition.
4. The use of wooden platforms is recommended for stands with a lot of electrical wiring that must be totally kept below the floor, any stand construction company will be able to advice on this matter. Exhibitors who use such platforms should bear in mind that the maximum height allowed, measured from floor level to the top of the platform is 10 cm. The platform sides must be closed and finished neatly. The platform edges must be safe (secured, safe and easily visible) and rounded on angles/corners. Platforms should be placed within the stand perimeter and must allow access to those in wheelchairs. Please note the edges should be sloped for this purpose or a ramp included within stand perimeter. **Recommendation: stand angles/corners should be rounded** in order to avoid possible accidents and injuries.

5. The floor, columns and installations (distribution boxes, piping, rented shell stands, etc.) of the exhibition shall be left in the same state as they were found in. Any damage shall be repaired by the Exhibitor at his expenses.

### 5.5-Approval of the stand
Exhibitors must submit an exact statement of the dimensions of their stand, as well as plans and descriptions, within **March 30, 2019**. All plans should be of reasonable scale, but not less than 1:100 and should show the name of the company, stand number and stands measurements. **If the stand is 4mts and over this may require structural calculations and or additional information and will also be required to be signed off by a structural engineer whom is approved by the venue.**

Without an approved stand drawing the stand cannot be constructed.

**Please note that the stand approval procedure has changed:**
2. Go the button File System and upload the stand project (drawings/visuals with measurements), risk assessment and method statement under the correct folder.
3. You will receive your official stand approval by email.

**For any questions regarding the above procedure please contact** [era-edta@gielissen.nl](mailto:era-edta@gielissen.nl)

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**Erection of solid stand walls facing aisles and neighbouring stands requires a specific approval. Such approval can be granted if the said constructions are not found to be obstructive or are permitted by the neighbours concerned.**

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### 5.6-Exhibit Stand Inspection
The Organizer and the venue refuse to accept any responsibility if the Safety Committee decides to close a stand because the Exhibitor has not respected the safety rules of the event or hosting country.
5.7-Terms of insurance

While on the premises, exhibition goods and packing materials shall be insured at the expense and risk of the Exhibitor. Neither Hungexpo nor the Organizer or Gielissen Exhibition and Event Services can accept any responsibility for damage, loss, theft, disappearance or injury of anything or anybody due to any cause. The Exhibitor and any contractors under exhibitor employment are obliged to take an insurance against third party risks before the start of the exhibition. Each Exhibitor will be responsible for each and every occurrence in the area of its stand, from the starting of build-up to the end of dismantling. Exhibitors are requested to effect and maintain public liability insurance and to provide the Exhibition Organizer with a true copy of their insurance, on request.

5.8-Terms of payment

Invoices related to the space rented will be sent by ERA-EUROCONGRESS Ltd. The total amount due must be paid not later than 30 days from the invoice date according to the instructions given in the invoice and in any case before May 10, 2019. Companies with unpaid invoice will not be permitted to enter the exhibition. Invoices are subject to Vat whenever applicable.

5.9-Build-up/Work passes

Appointed contractors, carriers and whoever who needs to access the building during set-up and dismantling will need to wear a bracelet/exhibitor badge which can be picked up at the Gielissen Service Desk.

5.10-Staffing and stand display

The exhibitor must ensure that his stand is ready at least one hour before the official opening of the exhibition on each day of the congress. Stands must be staffed during the opening hours of the exhibition. Exhibition booth must be manned until the exhibition has closed at 17.30 on Saturday, June 15, 2019. Early dismantling is prohibited. Exhibitors that leave before closing will be liable for an early closing fee of up to 25% of the total exhibition space cost and possible exclusion from future ERA-EDTA congresses.

5.11-Removal of waste and assembly and display materials

Exhibitors as well as the companies contracted and/or subcontracted to assemble or dismantle stands, are obliged to assemble, dismantle and remove the assembly, decoration and exhibition materials used, in the periods of time allocated to do so. Should installations not be dismantled within the set time limit, the cost of providing this work by the venue or other bodies will be invoiced directly to the exhibitor. After the established times set for removing goods and decorative materials and for dismantling the installations used in the stands, all the materials remaining in the spaces occupied by the exhibitors, if any, will be considered waste materials and will be removed by the venue. All costs relating to their removal will be invoiced directly to the exhibitor(s) not having complied with the rules.

All Exhibitors/stand builders are obligated to dismantle the stand and remove all materials used in its creation (flooring, walling, carpeting) etc. All exhibitors/stand builders must remove all of their own waste. Exhibitors/stand builders cannot dump the waste in the containers located in the loading bay which are reserved for the venue’s own purposes. Waste should be removed by loading in the truck and should be taken from the premises.
5.12-Fire Prevention rules and conditions
Throughout the premises of HUNGEXPO Vásár és Reklám Zrt. all relevant existing legislations, regulations and measured are to be observed, particularly the provisions of the following laws: Act XXI of 1996 on Fire Control and Technical Rescue and Fire Department, Ministry of Interior Decree no. 54/2014 (XII.5.) on the issuing of the National Fire Safety Regulations as well as other relevant legislative provisions and the Fire Safety Regulations of Hungexpo Zrt., the Fire Safety Technical Principles (TvMI), which form an essential part of the legislation and furthermore, the provisions set forth below.
The pavilions within the premises of HUNGEXPO Vásár és Reklám Zrt. fall under the “MK” (high risk) fire hazard category.

1. General rules
1.1. All individuals performing activities within the premises of HUNGEXPO Vásár és Reklám Zrt. (construction worker, graphic artist, exhibition employee, exhibitor, etc.) must undergo fire safety orientation prior to starting their work, as provided by those employing or commissioning their services - as the obligation of the Exhibitor and their subcontractors, etc. The orientation is to be based on materials and syllabus provided by HUNGEXPO Vásár és Reklám Zrt. The participants are obliged to certify the training and the content thereof by rendering their signatures. 1 copy of said records is to be kept on site.
1.2. The technical description of the construction plan for the installations, decorations and individual stands must include the name of the installation structure and the fire hazard classification of the construction elements as well as the fire safety conformity certificate.
1.3. For the protection of installations and stand structures installed in the open-air spaces –of a simple or individual nature –require installing 1 fire extinguisher, taking into consideration the fire-fighting performance and size of the occupied area. The fire extinguisher must be certified and must have a validity according to the relevant Hungarian legislation. (BM Decree 54/2014. (XII. 5.) 264. § (5))
1.4. Installation materials must be at least B1-S1-d0.
1.5. Exhibitor and their subcontractor is liable for closing the establishments, vacating thoroughfares, and shutting off the utilities mains (water, gas) after vacating the rooms, disconnecting electrical devices, ensuring access to the fire protection devices and inspecting the above-listed tasks.
1.6. Solid fuel or gas-based devices used for presentation purposes (furnaces, gas cookers, etc.) can only be regularly operated in open-air spaces.
In open-air spaces, such devices can be used out in the open or in temporary structures.
In both cases, the observance of the rules and regulations of their operation is mandatory, particularly concerning the discharge of exhaust fumes.

2. Management of flammable materials
It is prohibited to install, store or use the following materials in exhibition pavilions or adjacent rooms and open-air spaces, even temporarily:
- flammable and explosive devices,
- flammable liquids (paints, thinners, petrol, etc.),
- materials prone to spontaneous combustion,
- materials which can result in fire or explosions due to a chemical reaction with other materials,
- pressure vessels (LPG, oxygen, nitrogen, etc.).
In particularly justified cases, the Fire Safety department may issue permits for storing certain materials based on a written permit. Such requests must include the description of the storage, place of use, the amount and parameters of materials to be stored and used as well as the fire safety measures. The request must be submitted no later than 48 hours prior to commencing the storage or use of the material.

3. Flame retardants
Exhibitor must take flame retardant measures for flammable stand installations, stand structures, textile, paper, reed, carpets and decorations prior to their installation. Flame retardant statements, fire safety examination certificates and the performance statement of flame retardant materials are to be submitted to the Fire Safety department on the day prior to the event.
5.13-Music, Sound and Film
Copyright protected or mechanically aired (via radio, television, video magnetic tape recorders, record players, CD or DVD players, etc.) music requires the Exhibitor to file an advance announcement of said activities in writing and to obtain a license to use from the Public Performance Licensing department of the ARTISJUS Hungarian Bureau for the Protection of Authors’ Rights (1016 Budapest, Mészáros u. 15–17., tel.: 488-2670, fax: 212-1546, e-mail:info@artisjus.com, www.artisjus.hu) which is to be presented to the competent operative organizational representatives of Hungexpo Vásár és Reklám Zrt.

Furthermore, Exhibitor and Lessee are obliged to pay the royalties and/or related right fees drawn up pursuant to the license to use to the ARTISJUS Hungarian Bureau for the Protection of Authors’ Rights. Failure to present the license to the competent operative organizational representative or failure of Exhibitor to pay said royalties shall result in Exhibitor bearing all related liabilities.

6.-Official freight forwarder
**DB SCHENKER** is the official Forwarding Agent for the ERA-EDTA congresses. The exhibition forwarding services in this company are handled by experienced professionals. They own many technical means as well as skilled workers. They can offer you and your clients exhibition forwarding services to any exhibitions and congresses that are taken place in the venue. Please refer to the Schenker Manual available online carefully or contact: axel.schiek@bschenker.com – sandra.wickel@dbschenker.com

The delivery and removal of materials and goods for the exhibition stands is **allowed only** by **DB SCHENKER**. Companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrances and the fork-lifts.

**Storage of empties:**
No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind the booth or in the aisles. If any Exhibitor or his contractor(s) leave such materials behind, the costs of removing will be charged to the exhibitor itself. Please contact **DB SCHENKER** for handling and storage your empty crates and other packing material through the duration of the exhibition, unless you have booked a storage space with the Organiser (please contact zavalloni@era-edta.org).
7. -Promotional activities and material distribution policy

1) Distribution of samples, products and/or service literature, interviews and demonstrations must be made only within the booth space assigned to each Exhibitor.

2) All printed matter or advertisements of any kind, including information on display or intended for distribution in the exhibition is strictly limited to the Exhibitor’s stand hired by the Exhibitor. Failure to observe this procedure, in particular regarding distribution of promotional material or documents in the vicinity of entrances or exits, shall render the Exhibitor liable to the loss of 50 points in the ranking list.

3) Exhibitors are permitted to advertise specific products, but this does not mean acceptance or endorsement of the ERA-EDTA. It is under the responsibility of the company to comply with the European and National codes of conduct.

4) The use of the congress logo on distributed material is subject to written approval from the Association.

5) All promotional activities, give-aways and advertising should adhere to international, national and local laws and standards of conduct within the medical and pharmaceutical profession. ERA-EDTA as Organisers, reserves the right to deny at any time any displays, promotions, activities or services should these be in violation of the existing laws and standards of conduct.

6) Exhibitors may use sound equipment in their booths as long as the noise does not disrupt the activities of the neighbouring exhibitors, in any case within 50 db. Microphones used in presentations must have the volume set at a reasonable level. Electrical or other mechanical apparatus must be muffled so that the noise does not interfere with other exhibitors. Exhibitors violating noise regulations will be warned once. Priority points will be deducted if exhibitors ignore the warnings.

8.-Short company description


You have already received the credentials how to access the online platform where to upload the company description, the logo, the website and the address to create the QR code.

Please note:
After April 30, 2019 no description will be included in the Final Program, but only on the website/congress app, if still possible.